

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
MEMORANDUM**

**TO:** Holders of the Maine Food Supplement Manual

**FROM:** Dale Denno, Director, Office for Family Independence

**DATE:** July 19, 2012

**SUBJECT:** OFI FOOD SUPPLEMENT CERTIFICATION MANUAL CH 301, Proposed Policy  
#177P Annual Standard Utility and Phone Allowance Adjustments  
FS-555-5 pages 6 and 7

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Attached to this memorandum please find policy statement release(s) as described below:

**SUBJECT:** OFI FOOD SUPPLEMENT CERTIFICATION MANUAL CH 301 PROPOSED Policy  
Changes #177P Annual Standard Utility and Phone Allowance Adjustments  
  
FS-555-5 pages 6 and 7

**CONTENT:** See attached memo.

**COMMENT PERIOD:** Consideration will be given to comments, suggestions and objections,  
which should be submitted to:

Karen Curtis, Food Supplement Program Manager  
Department of Health & Human Services  
Office for Family Independence  
11 State House Station, 19 Union Street  
Augusta, ME 04333-0011  
Telephone: (207) 624-4108  
TTY: (800)-606-0215 (Deaf/Hard of Hearing)

**NO LATER THAN:** September 7, 2012

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
MEMORANDUM**

**TO:** Program Administrators, Supervisors and Other Interested Parties

**FROM:** Karen Curtis, Food Supplement Program Manager

**DATE:** July 19, 2012

**SUBJECT:** OFI FOOD SUPPLEMENT CERTIFICATION MANUAL CH 301, Policy #177P  
Annual Standard Utility and Phone Allowance Adjustments  
FS-555-5 pages 6 and 7

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**This is a PROPOSED Rule:**

Please see the following changes:

FS-555-5 page 6	Decreases the FSUA from \$644 to \$634
FS-555-5 page 7	Decreases the NHUA from \$214 to \$211 Increases the PHUA from \$40 to \$41

Changes made to language in some areas for clarity.

#177PDEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE FOR FAMILY INDEPENDENCE  
FOOD SUPPLEMENT PROGRAM

TANF/PaS: N/A Med: Appendix C

7 CFR 273.9(d)

Section: **FS-555-5**

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**INCOME AND DEDUCTIONS**

Deductions

**UTILITY EXPENSES:**

Households that incur expenses for heating or air-conditioning bills that are separate and apart from rent/mortgage bills must be given the Full Standard Utility Allowance (FSUA). Households not eligible for the FSUA may claim actual expenses or, if eligible, may elect to use the Non-Heat Utility Allowance (NHUA). See page 7 for NHUA rules. Households not eligible for FSUA or NHUA may elect to use the Telephone Only Utility Allowance (PHUA). See page 7 for PHUA rules.

**FSUA**

**Effective October 1, 2012 the Full Standard Utility Allowance (FSUA) is \$634.**

A household that incurs these expenses on an irregular basis may use the full standard allowance between billing periods. A household which lives in a **private** rental unit which has central utility meters and charges the household only for excess heating or air conditioning costs may not deduct the FSUA. When someone outside the household is paying the entire cost of heating/cooling, and the payment is excluded as a vendor payment, the FSUA may not be deducted.

**NOTE:** Assistance from Home Energy Assistance Program (HEAP) or ECIP automatically entitles the household to the FSUA. This policy is retroactive to 10/1990.

Households living in a **public** housing unit which has central utility meters and are charged only for excess utility costs are allowed the FSUA.

**SHARED RESIDENCE:**

In a situation in which multiple households share heating and cooling expenses, each household is eligible for the full standard deduction. (See FS-555-5, page 7 for shared residence proration rules in NHUA and PHUA situations).

The FSUA may not be deducted when utility expenses are included in the rent, unless the household receives or anticipates receiving assistance from HEAP or ECIP (use the Excess Shelter Deduction Handbook for guidance).

#177PDEPARTMENT OF HEALTH AND HUMAN SERVICES  
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FOOD SUPPLEMENT PROGRAM

TANF/PaS: N/A

Med: Appendix C7 CFR 273.9(d)

Section: **FS-555-5**

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**INCOME AND DEDUCTIONS****Deductions****NHUA****Effective October 1, 2012, the NON-HEAT UTILITY ALLOWANCE (NHUA) is \$211**

Households not entitled to the FSUA may claim the actual expenses incurred or elect to use the non-heat utility allowance (NHUA) provided they incur at least two of the following expenses: cooking, lights, water, sewer, trash collection, or telephone. Expenses for trash collection include the costs of trash bags, land fill fees, etc.

**If a household has only one of the above expenses, actual expense must be used.**

The household may switch between actual expenses and the non heat standard at the period of re-determination. If a household moves during the certification period, the household may choose between the standard and actual utility costs at the time of the move.

**NOTE:** In a situation in which multiple households share utility expenses, each household will receive the appropriate prorated share of the NHUA.

**PHUA****Effective October 1, 2012, the TELEPHONE ONLY UTILITY ALLOWANCE (PHUA) is \$41**

Households not entitled to the FSUA or the NHUA are entitled to the telephone only utility allowance (PHUA) if the only utility expense they incur is for telephone service. Telephone expenses include basic line charges, etc. They also include cellular phone fees if the household only has cellular phone(s) and telephone cards if this is the household's only means of telephone communication. Households may not deduct actual telephone costs.

**NOTE:** The cost of telephone service has already been included in figuring the FSUA and NHUA amounts, so PHUA may not be deducted along with either the FSUA or NHUA.

In a situation in which multiple households share telephone expenses, each household will receive the appropriate prorated share of PHUA.